



Conditional Use Permit

([Land Use Application](#) also required)

PUBLIC HEARING

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions is also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

Drawings shall be folded; *rolled drawings will not be accepted.*

City Ordinance Sections [30-651](#) thru [30-659](#)

Each of following applicable requirements (unless waived by staff) shall be submitted:

- ☐ 1. [Land Use Application](#) form
- ☐ 2. Application Fee (check or cash)
- ☐ 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the [Land Use Application](#) Form)
- ☐ 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a .pdf format at least at 300 dpi.
- ☐ 5. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- ☐ 6. Written identification of issues from Building Department
- ☐ 7. Site Plan
- ☐ 8. Landscape Plan completed by registered landscape architect
- ☐ 9. Utility Plan
- ☐ 10. Tree Preservation Plan
- ☐ 11. Grading/Drainage Plan
- ☐ 12. Drainage Calculations
 - ☐ The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- ☐ 13. Building Elevations, including one (1) color rendering
 - ☐ For townhome projects, calculations of material by elevation must be included.
- ☐ 14. Floor Plans
- ☐ 15. Wall and Freestanding Sign Plans
- ☐ 16. List of items/equipment/materials associated with Outdoor Storage
- ☐ 17. Wetland Delineation (if wetlands are present)
- ☐ 18. Wetland Mitigation Plan (if wetlands are impacted)
 - ☐ The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- ☐ 19. EAW/EIS Requirements
 - ☐ The EAW/EIS process must be in concert with any application process. The Planning Commission must comment on an EAW/EIS along with an application.
- ☐ 20. All other information as determined by City Staff

Applicant Signature: _____ **Date:** _____

Print Name: _____

Description of Project Narrative

The narrative is your opportunity to describe, promote, and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
 - What is being proposed?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
 - How do they comply with applicable design standards?
- Signage – *(at time of installation, a separate permit is required for each sign)*
 - How many?
 - Proposed sizes?
 - Locations?
 - What type?
- Is there outdoor storage?
 - What is being stored?
 - How much?
 - Proposed screening?